

Minneapolis Charter Commission Advisory Group Selection Committee Meeting Notes

**Tuesday, January 25, 2011 - 4:00 p.m.
Room 319 City Hall, Minneapolis, Minnesota**

Committee Members Present: Sandberg (Chair), Dolan, Ferrara, Lickness, Metge, Rubenstein

**Also Present: Peter Ginder, Deputy City Attorney
Caroline Bachun, Assistant City Attorney**

Council Committee Coordinator: Peggy Menshek (612) 673-2287

1. Approve Agenda

The Agenda was approved by unanimous consent.

2. Approve meeting notes of January 19, 2011 meeting

The meeting notes of January 19, 2011 were approved by unanimous consent.

3. Finalize outreach plan for February 2, 2011 Charter Commission meeting

- The Communications Department will get information to neighborhood groups and neighborhood newspapers.
- Sandberg will meet with Communications Department staff on February 26. With information provided by the committee, Communications staff will craft language to distribute by various means to the public. A one-paragraph email summary has been created. It was suggested that Communications Department staff attend the next Charter Commission meeting to hear the discussion and inform the Commission of their needs.
- It was discussed whether the formation of a broader outreach committee should be put on hold until the Advisory Group Selection Committee finished their current work since the Communications Department will provide information to the public regarding the Advisory Group application and appointment process.
- Information could be provided to the contacts for the City's current boards and commissions in order to distribute information to their membership and contact lists.
- It was suggested that the committee request that the Charter Commission form a separate Outreach Committee. That committee could look for advisory group members, provide a script for Charter Commissioners when discussing the redistricting process with the public, etc.
- Questions arose as to whether redistricting meetings would be videotaped, particularly when maps were presented.

By unanimous consent, the committee directed Chair Sandberg to contact Chair Clegg to see when he could place an item on an upcoming Charter Commission agenda regarding the formation of a separate Outreach Committee.

4. **Develop proposal for an Outreach Committee including committee purpose and task**
See No. 3 above.
5. **Develop detail for interview process:**
Consider such factors as whether the interview will be mandatory, time allowed for each interview, individual vs. group interviews, number of interviewers, process for asking questions, number and type of questions, location and set-up for interviews, desired candidate characteristics, and other factors.
 - All eligible applicants will have an opportunity to be interviewed at a public meeting.
 - Ineligible applicants will not be offered an interview and will be notified by letter from the Clerk's Office as to why they are ineligible. The committee will create/approve a draft of that letter.
 - It was requested that the City Attorney's Office double check all application forms that are disqualified to determine that they were disqualified correctly.
 - A list of eligible applicants' names will be available to the public.
 - Three questions will be asked of each applicant during the interview.

Committee members will submit to the Chair three questions to be asked of the applicants. The chair will compile the questions for discussion at the next meeting.

6. **Review documents for the February 2, 2011 Charter Commission meeting**
Application Form and Job Description:
 - The application form and job description will be available through the Open Appointments Process on the City's website. The City Clerk's Office will collect the applications.
 - The front of the application form will contain public data. Private information provided by the applicant in the description area on the front page will be redacted.
 - The back of the application form will contain private data.
 - The ward information will provide a general idea as to the applicant's location in the city.
 - During the public interview, applicants may provide private data verbally.
 - Regarding the question: "During the period May 2009 to May 2011, have you been or will you be a candidate in a primary or general election for a public office for which the ballot indicates a political party designation of candidates", a working definition of "candidate" will be provided by the City Attorney's Office.
 - Questions regarding incorrect information provided on an application form can be brought to attention of the Chair who can bring the question to the City Attorney.
 - Discussed Open Meeting Law issues surrounding public and non-public data on the application form. The City Attorney's Office will be asked to clarify that issue and apprise the committee of how to conduct the interview process.
 - The question relating to election judges will be clarified by the City Attorney's Office.

The Advisory Group application form and job description were approved by unanimous consent to be forwarded to the full Charter Commission for consideration.

Rules:

- Sandberg summarized the changes made to the document since the last meeting.
- A discussion took place on whether alternates were needed. The Charter language doesn't specifically authorize alternates.
- Alternates may not be needed since there is a question on the application form specifically asking the applicant to state that they plan to maintain their permanent residence in Minneapolis through May 2012.
- If an Advisory Group member drops out, the Commission could appoint a new member rather than having alternates.
- A discussion took place on whether "Guidelines" might be a better term than "Rules".
- A rule may be added stating that the rules can be amended by the Charter Commission.

Pending feedback on the issue of alternates and with the addition of language allowing for the amendment of the rules, the committee approved the rules to be forwarded to the full Charter Commission for consideration.

7. Adjourn

The meeting was adjourned at 5:41 p.m.

Next Regular Charter Commission Meeting: **February 2, 2011**

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